

### 1.

Under exceptional circumstances a student may be unable to complete all of the assigned work in a course by the end of the term. In such cases it is the student's responsibility to confer with the instructor regarding the specific nature of the difficulties.

**Upon request of the student**, the instructor will evaluate the situation. If the instructor agrees that major unavoidable and unforeseen circumstances beyond the control of the student prevent timely completion of course requirements, the instructor will record on the official grade roster a grade that reflects the grade earned for all work required for the course. The instructor will also submit, with the original grade roster for the course, this Contract for Change of Grade that indicates the work to be completed and a completion deadline, determined by the instructor and not to exceed six weeks into the subsequent term. When the work is completed, the instructor will report a grade change to the Registrar. If no grade change is reported, the original grade will remain. The deadline may not be extended except by written permission of the academic dean or designee.

Name (print) First M.I. Last

BVU ID# Date

### 2. Course Information:

Department Number Section

Course Title Credit Hours

**Year:** \_\_\_\_\_ **Term:**  T1  T2  T3  T4  T5  T6 **CO-OP:**  1  2  3  Fall  Spring

**Location:**  Council Bluffs  Creston  Denison  Fort Dodge  Iowa Falls  Le Mars  Lakes & Prairies at:  
 Marshalltown  Mason City  Newton  Ottumwa  Online  Emmetsburg  
 Estherville  
 Spirit Lake  
 Spencer

Grade recorded on grade roster: \_\_\_\_\_

*(Note: This grade will remain on the transcript until or unless a grade change is submitted to the Registrar's Office by the deadline listed below.)*

### 3. Circumstances beyond the control of the student which prevented the completion of course requirements:

\_\_\_\_\_

Coursework to be completed: \_\_\_\_\_

\_\_\_\_\_

**Deadline for completion:** \_\_\_\_\_

*(This deadline to be specified by the instructor. Maximum: six weeks into the next regular academic term.)*

### 5. The following Signatures are required:

1. Student Date

2. Instructor Date

**Please return this form to the student's BVU advisor.**

**If the BVU advisor is unknown, return to the Office of the Registrar.**

BVU, Registrar's Office, 610 W. Fourth Street, Box 2009, Storm Lake, IA 50588

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